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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date		Office of Energy Resources	Application Number		
·	· •	Suite 615		85-7	7. 7
Application Nun	shee	270 Washington Street, SW		Date Received	Date Completed
Application itali		Atlanta, Georgia 30334			Cate Completed
				AUG 2 0 1985	OCT 9 1985
2. Person to C	Contact		forking Title		Telephone Number
Robin	n Mey er	Prin	cipal Policy Ar	nalyst	656-5176
3. Action Rec	niested				
	•	Schedule; record will continue to accumi	ulate.		
		cumulation; no further accumulation an	•		
	• •		Change; Superce	ede: 🛘 Void	
4. Dates of Se		5. Records Series Title (followed by to			
Earliest	Latest .				
1985	present	State Solar Income Tax Cre	dit Forms		
6 Division on	d Office Function	What is the function of the Div	elan and the Office is	biob ebio accordan	riae ia arrae d'A
			*.		
To plan ar	nd coordinate	e the implementation of a co	mprehensive ene	e rgy m anagement	program for
Georgia.	This include	es such activities as: iden	tifying energy	resource issue	s; developing
and analyz	zing policie	and programs; and recommen	ding appropriat	te positions an	d actions
to the Gov	vernor and t	ne General Assembly. To ide	ntify, obtain a	and implement I	ederal
energy-rel	lated program	ms; to assist in coordination	g state, region	nal and local e	nergy
activities	s in order to	o insure consistency with Ge	orgia's energy	goals. To col	tect, compile
, -	•	ta, and to prepare and disse	minate energy-	related informa	CTOU TO WIT
consumers	•		• *		
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7. Record Ser	•	This file contains the following docur	nents (<i>include form n</i>	umbers and titles, if a	nny):
,		racting data	stata salam ina	tor orodit	
Documents		filed by taxpayers for the s			
	ana	lyze the contribution of the	solar industr	y to the State	s economy.
lastudad se	. State Inc	ome Tax Credit for Solar Ene	rov Systems (G	eorgia Departme	ent of
Ilicidoed at	Revenue F	_ ·	.16) 0)000	corpra parame	
	Revende 1	3 Table 19 19 19 19 19 19 19 19 19 19 19 19 19			
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File is arran	ged: Rough1	y chronologically by date of	receipt by th	e Office of Ene	ergy Resources.
O Monthly D	Marance Dete	Liam after an annual afternal			*
8. Monthly Re	_	How often are records referred to	_		n
	months old $\frac{1}{1}$; Thirteen	to twenty-four monti	ns old;
twenty-five	months and olde	77		* .	• • •
9. Annual Rat	e of Accumulation	n of Records		2/	00-500 abasta of
Letter-size	orawers	; Legal-size drawers;	inelves;	Other (specify)	O-JOU SHEELS OF
					paper
		tion the state of			

	1 ^	If not where is it? In the files of the Department of Revenue								
Х		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. They are income tax records Ga. Code Ann. 48-7-60 (a) and (d)								
	X	c. Is this a vital record?								
	X	d. Does this series have historical or long term research value?								
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?								
	X				published? If yes, attach copy.					
Х		f. Is the information contained in this series ever published? If yes, attach copy. g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. not yet complete								
Х		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Department of Revenue								
	X	i. Is this series (o	r a maior portio	n of iti regularly	microfilmed?					
Х		i. Does the recor	d series result in	a computer prin	tout? The report in (g) above is					
11.	Retent	ion Requirements	The	following requir	res the series to be kept:	generated.				
	s. Sta	te Law	And the second second second	years.	d. Audit period	years.				
i		tute of limitation	-	years.	Administrative need	years.				
	c. Fed	ieral law	-	Years.	f. Federal retention instructions	years.				
	.				with a second second					
4		copy or excerpt of i		•						
The Department of Revenue has instructed taxpayers to provide one copy of Form 850 to OER for statistical purposes. OER needs the 850s only long enough to extract data for the										
		ary indicated			Jos only long enough to extrac	L data IVI LIIC				
	, 1									
12.	Appro	ved Disposition Instr	uctions Thi	s agency recomm	ends that the file series be cut off at the end o	f each:				
				Calendar Year; D	Fiscal Year; C Other	then,				
	~ LJ	ld in the amores 411		manufal.	sanglets show					
		id in the current flies risfer to local holdin			year(s); then					
		nsfer to State Recor	•	•						
l .	Z Des	•		-						
		nsfer to State Archiv	res for permane	nt retention.		•				
	_	er (Specify)	•			· · · · · · · · · · · · · · · · · · ·				
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•	Phase !	:	الاستامة الما							
	These instructions apply to all prior and future accumulations of the series.									
				-						
Agen	cy He	ed/Designee (Signet	ture)	Date	Records Management Officer (Signature)	Date				
	Kas	nd Hanh		8-19-85						
	-			· · · · · · · · · · · · · · · · · · ·	State Records Committee (Signatu	re) Date				
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		· · · -			1	8/1/2-				
		State Auditor/Designee		man den	1/2 1/85					
		-	Secretary of State/Designee		Edward Welder	18/23/85				
				1 . 1/	11/1/1/1					
<u> </u>			Attorney Ge	neral/Designee	Merry Wheeth	10/4/9/				
			· 							